

SUPERVISING DEPUTY ATTORNEY GENERAL

DEPARTMENTAL PROMOTIONAL STATEWIDE CONTINUOUS TESTING



State of California
DEPARTMENT OF
JUSTICE
P.O. BOX 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CONTINUOUS TESTING

The testing office will accept examination packets continuously. Testing is considered continuous as cut-off dates can be set at any time as needs warrant. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Names of successful competitors will be merged into the list in order of final scores, regardless of test date. Once you have taken the Training and Experience Narrative examination, you may not retest for twelve (12) months from the established cut-off date.

WHO CAN APPLY

Persons who meet the minimum qualifications by **cut-off date**. Applicants must have a permanent civil service appointment as of the cut-off date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department **or** must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code (GC) Section 18990; **or** 2) a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC Section 18992; **or** 3) persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC Section 18991.

FILING INSTRUCTIONS

All applicants must complete and return the entire examination packet by **cut-off date**. The examination packet **must** include the following:

- [Examination Application \(Form STD 678\)](#)
- [Training and Experience Narrative](#)

To download the examination packet, please click on the links above.

Mailing Address:

Department of Justice
Testing and Selection Unit
Attention: Sandra Barela-Garcia
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
Attention: Sandra Barela-Garcia
1300 "I" Street, Suite 720
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE
VIA INTER-AGENCY MAIL OR FAX.**

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

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SALARY RANGE	\$ 8909 - \$11,002 The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.
ELIGIBLE LIST INFORMATION	Competitors can be tested only once during a 12 month period. A candidate's eligibility will be established for 24 months . Eligibility will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Names of successful competitors are merged into the eligible list in order of final scores, regardless of the test date. The resulting eligible list will be used to fill vacancies at the Department of Justice.
MINIMUM QUALIFICATIONS	<p>Eight years of legal experience in the practice of law in a governmental jurisdiction or in the private practice of law*, two years of which must have been at a level of responsibility equivalent to a Deputy Attorney General III. The two years of experience equivalent to the Deputy Attorney General III level must be obtained in the California State Civil Service.</p> <p>* Experience in the "practice of law" or "performing legal duties" is defined as (1) only that legal experience acquired after admission to The Bar, or (2) experience as a judicial clerk for a Federal court, California state court, or another state's appellate court of last report. For an individual's judicial clerkship to qualify as experience in the "practice of law" or "performing legal duties", the experience must have been gained after receipt of a Juris Doctor or equivalent degree.</p>
POSITION DESCRIPTION	Individuals in this class plan, organize and direct the work of subordinate attorneys and may supervise both paralegal and/or support staff; evaluate the performance of subordinate staff and take or effectively recommend appropriate action; provide training to subordinate attorneys; interview and select or actively participate in the interview and selection process for subordinate staff; develop strategy and tactics in the most complex disputes or litigation; and may personally perform the most difficult and complex litigation; negotiation, legislative liaison, hearings, legal research, and opinion drafting.
EXAMINATION INFORMATION	The examination will consist of a Training and Experience Questionnaire and is the sole component of the Supervising Deputy Attorney General examination. The Questionnaire will be evaluated by Subject Matter Experts using predetermined rating criteria. To obtain a position on the eligible list a minimum score of 70% must be received.

Training and Experience Narrative– Weighted 100%

Knowledge of:

1. Legal principles and their application.
2. Professional and ethical rules as they relate to the practice of law and particularly the role of public attorneys, to ensure the rules are strictly followed by oneself as well as other attorneys. Examples include Federal/State statutes, rules (e.g., Rules of Professional Conduct), and case law defining the scope of the attorney-client privilege, and local rules establishing standards of conduct and sanctions for misconduct by attorneys.
3. Available research sources, both printed and electronic, to complete legal research, including what type of material they contain, where they are located, and their breadth, depth, and relative strengths and weaknesses. Examples include primary and secondary legal texts, and electronic databases.
4. Scope and character of California statutory law and provisions of the California Constitution.
5. Principles and practices for properly conducting legal research, such as ensuring law is current and checking for recent amendments to statutes.
6. Principles of administrative and constitutional law, rules of evidence, and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies.
7. Duties and powers of the Attorney General of California.
8. The English language practice for properly conducting legal research, such as ensuring law is current and checking for recent amendments to statutes.
9. The English language to effectively produce a variety of written work products. Includes knowledge of grammar, spelling, punctuation, sentence, and paragraph structure, organization, and appropriate vocabulary.

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**EXAMINATION
INFORMATION
(Continued)**

Knowledge of (continued):

10. Applicable collective bargaining agreements and related issues.
11. State and department policies and procedures.
12. Disciplinary guidelines and personnel rules.
13. Supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

1. Prepare, present, and handle legal cases.
2. Perform research.
3. Analyze difficult and complex legal problems, and apply legal principles and precedents to particular sets of facts.
4. Present statements of facts, law, and argument clearly and logically in written and oral form.
5. Analyze and draft proposed legislative measures.
6. Handle difficult legal correspondence.
7. Direct the work of clerical and professional assistants.
8. Edit written documents written by oneself, as well as those produced by others, for accuracy and effectiveness.
9. Analyze situations accurately and adopt an effective course of action.
10. Reason logically.
11. Work cooperatively with a variety of individuals and organizations.
12. Exercise good judgment.
13. Plan and direct the work of subordinate staff, and effectively supervise the work of a group of attorneys and paralegal and support staff.
14. Review and monitor cases for efficient and effective progress.
15. Initiate and review personnel matters.
16. Effectively promote equal opportunity employment and maintain a work environment that is free of discrimination and harassment

**ADDITIONAL
REQUIREMENTS**

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

**VETERANS
PREFERENCE
CREDITS/
CAREER CREDITS**

Veterans Preference Credits or Career Credits will not be granted in this examination.

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GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board Offices (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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